


ALERT! ALERT! ALERT!

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ALERT #105

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Clifford W. Hall 
State Controller

DATE: September 12, 1997

SUBJECT: *Customer Appreciation Day*
New Lost Warrant Affidavits Available
Warrant Reissue Request Form
Vendor Offset Provision
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Customer Appreciation Day

The State Controller's Office held its annual Customer Appreciation Day on September 5, 1997. The attendance was phenomenal and we want to thank everyone who took time out of their busy schedules to stop by, play some games, eat some food and say hello.

The following individuals are SCO game winners:

Joe Keebaugh, HCPF	Came the closest to correctly guessing the number of M&M's in the jar. He guessed 147 and the correct amount was 146.
J.J. Jackson, GSS Audrey Aultman, GSS	Tied for the lowest scores in the 9 holes of CAOS golf. They both shot an 18.
Linda Riedel, DNR	Grand prize winner in <i>Indirect Jeopardy</i> . Won \$15 gift certificate to Blockbuster.
Central Accounting Operations Section (CAOS)	Winner of the <i>Vote for Your Favorite Section</i> .

For those of you who participated in the *Dunk Tank* event, we raised over \$370 for CSEAP. Thanks again for your support.



New Lost Warrant Affidavits Available

The State Controller's Office has revised and simplified the affidavit of lost warrant form for both individuals and businesses and has also designed a new form for legal representatives of individuals. These forms are now available from Juniper Valley and can be ordered using the following commodity numbers:

Affidavit of Lost Warrant for

Individuals	615-82-50-7002
Businesses	615-82-50-7010
Legal Representatives	615-82-50-7025

Please order and begin using these forms as soon as possible.

Warrant Reissue Request Form

The forms for requesting a reissuance of a payroll or COFRS warrant have been revised. The new forms contain the name of the current contact person within the State Controller's Office and a statement of what must be included with the reissue request. To order this form please contact Teresa Hart at 303/866-3348.

Vendor Offset Provision

The new signature page of the Special Provisions that contains the vendor offset language is now required in all state contracts. The Juniper Valley commodity number for ordering this form is 615-82-50-6038. This language is also required to be included in all contracts that have been waived through the CATF waiver procedure. Please do not resubmit these contracts back to the CATF for this change, simply ensure that the required language is included in your waived contract.

Accounts Receivable Turnaround Report

Chapter 5, Section 3 of the FY1997-1998 Open/Close Instructions discusses the various requirements associated with the accounts receivable turnaround report. One requirement associated with the report involves reconciling amounts turned over to the Central Collections Unit (CCU) as shown on the agency's records with amounts reported by the Central Collections Unit on the monthly client inventory reports.

It was anticipated that the CCU would have available a new report that would make the reconciliation process easier. Because of programming problems with the new report, CCU will not be able to provide agencies with 1997 fiscal year end account information in a format that will allow agencies to reconcile agency information to CCU for the purpose of the year end report.

Therefore, when completing this year's accounts receivable turnaround report, agencies will only be required to indicate that their records are in material and reasonable agreement with CCU records. This is the same reporting requirement that agencies were required to follow last year. The accounts receivable turnaround reports should be received by agencies no later than October 10, 1997.

If you have any questions regarding the accounts receivable turnaround report, please contact your field controller.

Open/Close Surveys to be Tallied

This years return on the annual Open/Close Survey was light. Since final tallies have been delayed until next week due to Customer Appreciation Day, you still have a chance to give us your comments and suggestions. Please send or fax (303/866-4233) your completed survey to Jody Pyott by September 17, 1997. If you have misplaced your survey, contact Jody or Laura at 303/866-3281 for a replacement.

Volunteers Needed for the Fiscal Information Resource Task Force (FIRTF)

The Fiscal Information Resource Task Force (FIRTF) is gearing up to begin the research phase of its project as detailed in the FIRTF Scope Committee Report dated August 11, 1997. The purpose of the project is to identify, locate, catalog and index fiscal information resource material that is pertinent to all state agencies and institutions. The index of fiscal information resources will then be made available in various formats to provide easy access and use of the data. The Scope Committee report identified topics to be included in the index, resources to be referenced, established a format for the collection of data and identified a medium for the collection and compiling of data.

With enough participation from all agencies, the research portion of this project can be broken up into small, manageable pieces however, at this time, we do not have enough volunteers to continue with this important project. The State Controller's Office, Regulatory Agencies, and the Judicial Department have a high level of participation. Please contact Jody Pyott at 303/866-3281 to help the Research Committee complete this task.

New Grant Reporting Requirements Under OMB Circular A-133

Recent amendments to the federal regulations on statewide reporting of federal assistance will require additional information for agencies and institutions regarding FY96-97 federal fund activity. State Controller's Office employees are currently assembling the specifics of these requirements. Information on specifics will be communicated to agencies as soon as possible. Agencies and institutions will still need to complete their Exhibit K1 or K2 as outlined in the FY96-97 Open/Close Instructions to meet statutory reporting deadlines. Questions about A-133 may be directed to your field controller.